

## **SECTION 01 31 19**

### **PROJECT MEETINGS**

#### **PART 1 - GENERAL**

##### **1.1 PRECONSTRUCTION CONFERENCE**

- A. City will call for and administer Preconstruction Conference at time and place to be announced (usually the week prior to start of Work at the Site).
- B. Contractor, all major Subcontractors, and major suppliers shall attend Preconstruction Conference.
- C. Agenda will include, but not be limited to, the following items.
  - 1. Schedules
  - 2. Personnel and vehicle permit procedures
  - 3. Use of premises
  - 4. Location of any Contractor on-Site facilities
  - 5. Security
  - 6. Housekeeping
  - 7. Submittal and RFI procedures
  - 8. Inspection and testing procedures, on-Site and off-Site
  - 9. Control and reference point survey procedures
  - 10. Injury and Illness Prevention Program
  - 11. Contractor's Initial Schedule
  - 12. Contractor's Schedule of Values
  - 13. Contractor's Schedule of Submittals
- D. City will distribute copies of minutes to attendees. Attendees shall have seven (7) Days to submit comments or additions to minutes. Minutes will constitute final documentation of results of Preconstruction Conference.

##### **1.2 WEEKLY PROGRESS MEETINGS**

- A. City will schedule and administer weekly progress meetings throughout duration of Work. Progress meetings will be held weekly unless otherwise directed by City.
  - 1. Meetings shall be held at the City of San Bruno Public Services Department, Administration & Engineering, 567 El Camino Real, San Bruno, CA. 94066.
  - 2. A City Representative will prepare agenda and distribute it 4 Days in advance of meeting to Contractor.
  - 3. Participants with agenda items shall present them.
  - 4. The City Engineer's authorized representative shall preside at the meetings.
  - 5. The City shall record and distribute the meeting minutes. Minutes shall be distributed by the City to the Contractor within 3 business days after the meeting. Contractor shall distribute the minutes to those affected by decisions made at meeting. Attendees shall have five business days to

submit comments or additions to the minutes. Minutes shall constitute final documentation of results of meeting.

- B. Progress meetings shall be attended by Contractor's job superintendent, major Subcontractors and suppliers, City, and others as appropriate to agenda topics for each meeting.
- C. Agenda will contain the following items, as appropriate:
  - 1. Review, revise as necessary, and approve previous meeting minutes
  - 2. Review of Work progress since last meeting
  - 3. Status of Construction Work Schedule, delivery schedules, adjustments
  - 4. Submittal, RFI, and Change Order status
  - 5. Review of the Contractor's safety program activities and results, including report on all serious injury and/or damage accidents
  - 6. Other items affecting progress of Work

### 1.3 PROGRESS SCHEDULE AND BILLING MEETINGS

- A. A meeting will be held on approximately the 20<sup>th</sup> of each month to review the schedule update submittal and progress payment application.
  - 1. At this meeting, at a minimum, the following items will be reviewed:
    - a. Percent complete of each activity;
    - b. Time impact evaluations for Change Orders and Time Extension Request;
    - c. Actual and anticipated activity sequence changes;
    - d. Actual and anticipated duration changes; and
    - e. Actual and anticipated Contractor delays.
  - 2. These meetings are considered a critical component of overall monthly schedule update submittal and Contractor shall have appropriate personnel attend. At a minimum, Contractor's General Superintendent and Scheduler shall attend these meetings.
  - 3. Contractor shall plan on the meeting taking no less than one hour.

### 1.4 SAFETY MEETINGS

- A. Conduct monthly Contractor Safety Committee meetings.
- B. Conduct weekly toolbox safety talks.

## **PART 2 – PRODUCTS NOT USED**

## **PART 3 – EXECUTION NOT USED**

-END OF SECTION-